

Note: This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes in this job description before implementation.

Role Descriptors

Title: Language Teacher

Reports to: Evening Language Co-ordinator

Department: Westminster Professional Language Centre (WPLC)

Role Purpose

To teach established language courses at a range of levels from elementary to proficient. Language teachers are required to demonstrate respect for individual learners, while acknowledging diversity and promoting equality of opportunity.

Principal Accountabilities

1. To teach established language courses at a range of levels from elementary to proficient within a variety of settings from small to large groups, ensuring that appropriate learning outcomes are delivered using suitable teaching techniques and learning support.
2. To be familiar with relevant teaching materials and wider course requirements before the start of the session and plan sessions accordingly.
3. To identify and respond to course participants' needs during delivery and to refer course participants to appropriate support as necessary, taking into account individual circumstance and diversity.
4. To create a climate for course participants that encourages learning and fosters discussion, ensuring that at all times the course participants are supervised appropriately and advice and assistance is provided.
5. To be responsible for the safety and well-being of the course participants, including briefing them on Health and Safety procedures and taking lead responsibility in an emergency.
6. To monitor and assess the progress of the course participants, using the defined criteria, and ensure that all participants are provided with constructive feedback in a prompt and timely manner.
7. To select and ensure the coherence of teaching and testing materials.
8. To maintain class records and to liaise with other instructors and the corresponding language co-ordinator in order to do so.

9. To obtain and evaluate feedback from course participants in order to ensure continuous improvement.
10. To actively participate as a member of a teaching team and contribute to decisions affecting the work of the team, attending team meetings and development activities as required.
11. To undertake any other duties within their competence as required by the Centre.

CONTEXT

The Westminster Professional Language Centre (WPLC) offers commercial courses to participants wishing to learn or improve their skills in a foreign language and a professional service in language testing. WPLC also provides professional consultancy services to businesses at home and abroad.

DIMENSIONS: No control of budgets, staffing or equipment.

PERSON SPECIFICATION

- Completed qualification (CELTA/DELTA or Foreign Language equivalent)
- Experience of teaching relevant language to non-native speakers
- Excellent communication skills, including ICT
- Motivation to teach and commitment to provision for course participants
- Ability to work as part of a team
- Administrative skills of accuracy and punctuality

Qualifications	Essential	Desirable
Degree	E	
Teaching Qualification (CELTA/DELTA or Foreign Language equivalent)	E	
You will have proven experience and evidence of:-		
Ability to deliver course materials	E	
Some teaching experience	E	
Subject expertise that is up to-date	E	
Engagement in continuous professional development	E	
Previous experience of teaching on similar courses		D

